



ST FRANCIS SCHOOL

D15 EYFS Administration of Medicine Policy

Generally if a child is unwell and needs medication, they should remain at home where 1-1 care can be given to help them recover, however we understand that there may be instances where children are well enough to attend but will need prescribed medication.

Only qualified members of staff with a relevant first aid certificate are permitted to administer medication and they will ensure consent forms are completed, medicines stored correctly and records kept.

Administering medicines during the child's school day or nursery session will only be done if absolutely necessary.

If a child has not been given a prescribed medicine before, it is advised that parents keep them at home for 24 hours to ensure no adverse effect, and to give the medication time to take effect.

Consent for administering medication

- Only a person with parental responsibility (PR), or a foster carer may give consent. A childminder, grandparent, parent's partner who does not have PR, cannot give consent. This permission can also be given via email.
- If a person other than the parent brings the child to nursery with medication, but without written permission from the parent, the parent will be contacted to obtain written permission from them before the medication can be administered. This permission can be in the form of an email.
- When bringing in medicine, the parent informs their child's key person (Mrs Rachel Ashman), back up key persons (Mrs Marisa Cordery and Mrs Amelia Shaw), or Pre-Prep Leader (Ms Nadine Finlay), if the key person is not available.

Reception: In advance of or on receipt of medication, Mrs Rachel Ashman asks the parents to complete a Parental Permission to Administer Medication form along with the top section of the Administration of Medication Record. In the absence of Mrs Rachel Ashman, Ms Nadine Finlay would undertake this. EYFS Reception staff are aware of this procedure from this policy, alongside the St Francis School First Aid Policy (H4).

- Staff who receive the medication, check it is in date and prescribed specifically for the current condition. It must be in the original container (not decanted into a separate bottle). It must be labelled with the child's name and original pharmacist's label.

- Medication dispensed by a hospital pharmacy may not have the child's details on the label but should have a dispensing label. Staff must check with parents and record the circumstance of the events and hospital instructions as relayed to them by the parents. Only medicine prescribed by a health care professional may be given, with the exception of infant paracetamol unless agreed by the Manager/Deputy.
- Parents must notify the Nursery Manager/Deputy Manager/Head of Pre-Prep/ Reception Teacher if there are any changes to the original requirements requested, throughout the course of medication and these must be given in writing.
- If the child has not had the medication before it is advisable that the child remains at home for 24 hrs after beginning the medication in case of allergic reaction.
- Members of staff who receive the medication ask the parent to sign a EYFS (RECEPTION) Parental Agreement for setting to Administer Medicine form stating the following information. No medication is given without these details:
 - full name of child and date of birth
 - medical condition or illness
 - name of medication, strength and expiry date
 - who prescribed it
 - dosage to be given
 - how the medication should be stored and expiry date
 - a note of any possible side effects that may be expected
 - signature and printed name of parent and date
 - name of staff member to agree review date (in cases of ongoing medication)
 - name(s) of staff member(s) who will administer medication

Storage of medicines

All medicines are stored safely, in a labelled 'Medicine' box. Refrigerated medication is clearly labelled and stored in the Reception Art Room fridge or nursery staff room fridge.

On completion of the EYFS (RECEPTION) Parental Agreement for setting to Administer Medicine and the top section of the EYFS (RECEPTION) Medication Record, all staff who will administer/witness the administration of medication are informed of how it is stored and when/how it should be administered.

- The key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication for an individual child may be kept at the setting. If this is the case, parents with the key person will have completed an EYFS Health Care Plan. Key persons check that medication is in-date and return any out-of-date medication to the parent.
- Parents do not access where medication is stored, to reduce the possibility of a mix-up with medication for another child, or staff not knowing there has been a change.

Record of administering medicines

The EYFS (RECEPTION) Medication Record, Nursery short term Medication Record, Nursery Long term Medication Record is kept with/near to the child's medication, within the Reception Classroom area.

A witness signs the EYFS (RECEPTION) Medication Record, Nursery Short term Medication Record, Nursery Long term Medication Record to verify that they have witnessed medication being given correctly according to the procedures here.

- No child may self-administer. If children are capable of understanding when they need medication, e.g. for asthma, they are encouraged to tell their key person what they need. This does not replace staff vigilance in knowing and responding.
- The medication records are monitored to look at the frequency of medication being given. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.
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Children with long term medical conditions requiring ongoing medication

- A risk assessment is carried out for children that require ongoing medication. This is the responsibility of the EYFS Coordinator/Reception Teacher (Mrs Rachel Ashman), Nursery Manager and the Head of Pre-Prep (Ms Nadine Finlay)). Other medical or social care personnel may be involved in the risk assessment.
- Parents contribute to the risk assessment. They are shown around the areas accessed by the Reception class, understand routines and activities and discuss any risk factor for their child.
- For some medical conditions, key staff will require basic training to understand the condition and know how medication is administered. Training needs will be part of the risk assessment.

- The risk assessment includes any activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment also includes arrangements for medicines on outings; advice from the child's GP's is sought if necessary, where there are concerns.
- EYFS Care Plan form is completed fully with the parent; outlining the key person's role and what information is shared with other staff who care for the child.
- The plan is reviewed every six months (more if needed). This includes reviewing the medication, for example, changes to the medication or the dosage, any side effects noted etc.

Managing medicines on trips and outings

- Children are accompanied by their key person, or other staff member who is fully informed about their needs and medication.
- Medication is taken in a plastic box labelled with the child's name, name of medication, copy of the consent form and an appropriate means of recording the administration of medication, with details as above.
- The parent signs the Administration of Medication Record upon return of the trip/outing.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled as above.

Staff taking medication

Staff taking medication must inform their Line Manager. The medication must be stored securely in a secure area away from the children. The Line Manager must be made aware of any contra-indications for the medicine so that they can risk assess and take appropriate action as required.

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